



Requirements for Preparing and Submitting Special Provisions for State and Local Projects

Effective for the January 14, 2003 letting

Special Provisions (SP) are defined in the Standard Specifications as **“additions and revisions to the standard and supplemental specifications covering conditions peculiar to an individual project.”** Special Provisions are required whenever the work intended cannot be covered by the Standard or Supplemental Specifications. Sometimes the work is generally covered by the existing specifications, but the bid items are not exactly as needed. In these situations all that is needed is a Method of Measurement and Basis of Payment, however it must be clear to the bidder what specifications cover the type of work being anticipated. This white paper describes the expectations of Special Provisions. In the event there are any questions please contact the Specifications Section.

All Projects

All information for a particular SP shall be in one file with consistent formatting and Arial font, size 10 (use <Ctrl> A to select all the text before changing to Arial 10 font).

Each SP shall include only one area of work.

All SPs shall be reviewed for contradictions to and duplication of the Standard Specifications prior to submittal. The SP shall support the plans and shall be consistent and accurate. It shall meet all of the requirements and areas of concentration in this document. Drawings, figures, pictures, etc. shall be placed in the plans and not in the SP. If there are fewer than 1 1/2 pages of typed text, the information could be added to the plans and not placed in an SP.

Each SP shall begin with the following information, with the information in italics completed for each specific project. Use one of the two templates in the W:\Highway\Specifications\UserFormsAndInfo folder.

SP_Cover_Format.doc a Word document with minimal information completed. Italicize information in sample below shall be typed in by the designer.

SP_Cover_Sheet_Form.doc should be used to fill in the blank. The <Tab> should be used to move around in the form.

SP-01.docx
(New)

Iowa Department of Transportation

SPECIAL PROVISIONS
FOR
title of Special Provisions

Countyname County
Project Number

Effective Date
letting date for which originally turned in

THE STANDARD SPECIFICATIONS, SERIES OF 2001, ARE AMENDED BY THE
FOLLOWING ADDITIONS AND MODIFICATIONS. THESE ARE SPECIAL
PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE
STANDARD SPECIFICATIONS.

State Projects - additional requirements

SPs for State projects shall be entered into the Project Scheduling System (PSS). The SP titles shall be selected from the Title Table in PSS. If the desired title does not exist, the Iowa DOT employee working on the project may contact the Specification Section or type in a new title. If a title exists on the Title Table that is close to the desired title, the title from the Title Table should be selected and used on the SP. City names, street addresses, and measurements should not be included in the titles of SP's. That information is in the project number and elsewhere in the contract documents.

On or before "Plan Turn-in" day, a hard copy of the SP(s) shall be submitted with the plans to the Office of Contracts. A Word document (.doc) file of the SP(s) shall be placed in the W:\Highway\Specifications\SpecialProvisions\SP_Turn-In folder. The file name shall be as follows:

ccrrrppp.doc

cc: two digit county number

rrr: three digit route number

ppp: three digit paran number

NOTE: if more than one SP is submitted for a project, a short but clear title of the SP shall be added after the ppp number and before the period.

The Specification Section will number the SPs, add the header information on each sheet, and develop an Adobe Acrobat (.pdf) file for printing. When a letting's SPs have been submitted to printing, approximately 3 weeks after "Plan Turn-In", all files in the SP_Turn-In folder will be deleted. Those that are processed will be moved to the appropriate specification book year folder in the W:\Highway\Specifications\SpecialProvisions folder for future reference by the designers.

Local Systems Projects - additional requirements

SPs for Local Projects shall be submitted to the District Local Systems Office for review. The District office shall prepare the cover page according to the standard template and assign the appropriate District SP number (see below). The cover page of the document shall include the Appropriate District Assigned SP Number, Proposed SP Title, Project Number, and Effective Date.

Also, a header should be placed on each page, except the first page, with the SP number and Page X of Y.

If a project moves to another letting without changes to the SP, no action is needed. If a project moves to another letting with changes to the SP, the following steps shall be followed:

1. The changes should be made using the bright green highlight and strikethrough
2. The District shall assign a new SP Number
3. The (New) under the SP Number shall be changed to (Replaces *old SP Number*)
4. Effective Date changed to the new letting date.

On or before "Plan Turn-in" day, a hard copy of the SP(s) shall be submitted with the plans to the Office of Contracts. An Adobe Acrobat (.pdf) file of the SP(s) shall be placed in the W:\Highway\Specifications\SpecialProvisions\SP_Turn-In folder. The file name shall be the same as the SP number with a "pdf" extension (i.e. SP-011001.pdf).

The SP number will be as follows:

SP-01Dxxx

SP: abbreviation for Special Provisions

01: last two digits of current Standard Specifications

D: your single digit District number (0 will indicate that it was developed in the Central Office).

xxx: a sequential numbering system used in your District or the Central Complex, starting with the first SP being 001 each time a new Standard Specification Book is issued.

When a letting's SPs have been submitted to printing, approximately 3 weeks after "Plan Turn-In", all files in the SP_Turn-In folder will be deleted. Those that are processed will be moved to the appropriate book year folder in the W:\Highway\Specifications\SpecialProvisions folder for future reference.

Areas of concentration for SP review:

1. Non-Standard Bid Items

- Bid Items not covered by the Standard Specifications, but the work description, materials, and construction details are already covered; only need a Method of Measurement and Basis of Payment and a reference to the Standard Specifications.
- Work not similar to existing specification language requires that a Special Provision be written to cover the work requirements; refer to Item 2, Five-Part Specification Format, for proper format.

2. The Five-Part Specification Format should be used as a general practice.

A three-part format is often used which is usually General, Procedure, and Measurement and Payment. It is crucial that the five areas listed below be addressed no matter what the format is.

- Description
- Material
- Construction
- Method of Measurement
- Basis of Payment

3. Acceptable entities and references.

These are crucial because they are defined in the Standard Specifications and are consistently used.

- Contracting Authority* – not Owner
 - Engineer* – not Owner or Inspector
 - Contractor* - not Prime or subcontractor.
 - Professional Engineer licensed in the State of Iowa* - when referencing a licensed engineer.
 - plans – not drawings unless referring to shop drawings
 - contract documents – not plans and specifications
- * always capitalize as shown.

4. Never use gender references. Self-explanatory.

- never use his or he - Use they, their, the Contractor, etc., or reword the sentence.
- quality - not workmanship
- utility access – not manhole
- flaggers - not flagmen

5. Correct Specification designations.

These shall be used for consistency. Also, every reference should be checked to verify their existence and accuracy.

Section 2602
Article 2602.07
Article 2602.07, F,
Article 2602.07, F, 1,
Article 2602.07, F, 1, a,
All designations shall be followed by "of the Standard Specifications".

6. Numbers

- Numerals are always used if designating a technical measurement (i.e. 5 m, 20 kg).
- Write out the number if designating a quantity (i.e. five containers, four copies of the manual) unless the number is greater than ten.
- Do not use hyphens between a whole number and a fraction (i.e. 8 3/4 inches).
- Do use hyphens between a quantity number and the number for the unit (i.e. 8-1 inch).
- Use only metric units on metric projects and use English units on English projects. Unless a test or situation requires referencing the other system.
- In the English system, symbols are not used (i.e. feet, not “; 2 inches by 4 inches, not 2”x4”) unless in a table because of problems with electronic file conversions and should be checked in the pdf file that is to be submitted to the Office of Contracts.
- In the Metric system, Metric symbols are always used after a number, but are written out when standing alone.

7. Index and Titles (if applicable).

- The index entry and the titles of the sections must be identical.
- Always write out "and" - never use "&" as it is considered unprofessional and may not convert accurately.

8. Abbreviations

The first time an abbreviation is used for the title of a book, agency, organization, etc., the full title or name should be used with the abbreviation in parentheses following unless included in Article 1101.02 of the Standard Specifications then the abbreviation is all that is required.

9. Manufacturers/Products.

End result specifications are most desirable, but if a product or manufacturer must be used, a minimum of three products shall be listed. Proprietary products may only be specified in certain cases. Such cases typically include:

- A particular product is required to match an existing system. For example, when expanding or upgrading an existing traffic signalization system, a particular product may be necessary for the system to function effectively.
- No suitable alternative products are available. Only one product will adequately satisfy the needs of the project.
- A new product that is part of a research and evaluation program sponsored by the Iowa DOT. If part of such a program, new and innovative products may be tested by use in highway construction projects.

Justification for proprietary products shall be submitted to the District with the Special Provision.

10. Referencing.

- When referencing what a Contractor is responsible for or work they are to perform, always use the verb “shall”.
- When referencing what the Engineer or Contracting Authority is responsible for or work they will perform, always use the verb “will”.
- Do not use a number when referencing a SP in the plans. Use the exact title as listed in the PSS. If an appropriate title is not found in the PSS, contact the Specifications Section.
- Do not use the number when referencing a Developmental Specification in the plans, only use the title.
- Do not use the number when referencing a Supplemental Specification in the plans, only use the title.
- All references must be included in the documentation, or be to known publications.
- ASTM references should be in this format: ASTM C 103